



MT VOTES: Pre- Registration

Secretary of State Linda McCulloch
Elections and Government Services Division
October 2016

About Pre-Registration

Online Pre-registration was developed to make the voter registration process more efficient and more accurate.

- Because full online voter registration is not yet implemented, applicants who pre-register online must still appear in your offices to sign the pre-filled registration form that you will print.

There are two major parts of Pre-Registration:

1. What the public sees ([The Web Page](#)).
2. What the election official sees ([MT Votes](#)).



What the public will see.

The front end.

The Front End

This is the very first screen a user will see when they start the process.

Once they have read the instructions, they select **Continue**.




The screenshot shows the home screen of the Montana Voter Pre-Registration Application. At the top is a blue header bar with the Montana Secretary of State seal on the left, the text "Montana Secretary of State" and "Voter Pre-Registration Application" in the center, and "Linda McCulloch Secretary of State" on the right next to a small American flag graphic. Below the header is a "Home" link. The main heading is "Welcome to Montana's Online Voter Pre-Registration System". A paragraph explains the system's purpose: "The online pre-registration system is a service provided by the Secretary of State to increase the accuracy and currency of voter registration information; and to reduce delays and congestion at the polling place." A red note states: "NOTE: YOU WILL NOT BE A LEGALLY REGISTERED VOTER UNTIL YOU APPEAR AT THE COUNTY ELECTION OFFICE OR LATE REGISTRATION LOCATION AND SIGN THE ELECTRONICALLY SUBMITTED APPLICATION." A "Continue" button is centered below the note. At the bottom, a red attention line reads: "Attention: It is a violation of Federal and State law to knowingly provide false information on this application."

The Front End

The applicant is notified that they need to meet voter registration eligibility requirements in order to use the system.

If they do not meet the requirements they can **Cancel** the process.



The screenshot shows the Montana Secretary of State's Voter Pre-Registration Application page. The header includes the Montana state seal, the text "Montana Secretary of State", and "Linda McCulloch Secretary of State". The main title is "Voter Pre-Registration Application". Below the title, there are links for "Home" and "Qualifications". A section titled "In order to use the online pre-registration system, you must:" lists five requirements: being a U.S. citizen, being at least 18 years old, being a Montana resident for 30 days, not having a felony conviction, and not being of unsound mind. At the bottom, there are "Continue" and "Cancel" buttons, and a red warning message: "Attention: It is a violation of Federal and State law to knowingly provide false information on this application."

Montana Secretary of State
Linda McCulloch
Secretary of State

Voter Pre-Registration Application

[Home](#) : [Qualifications](#)

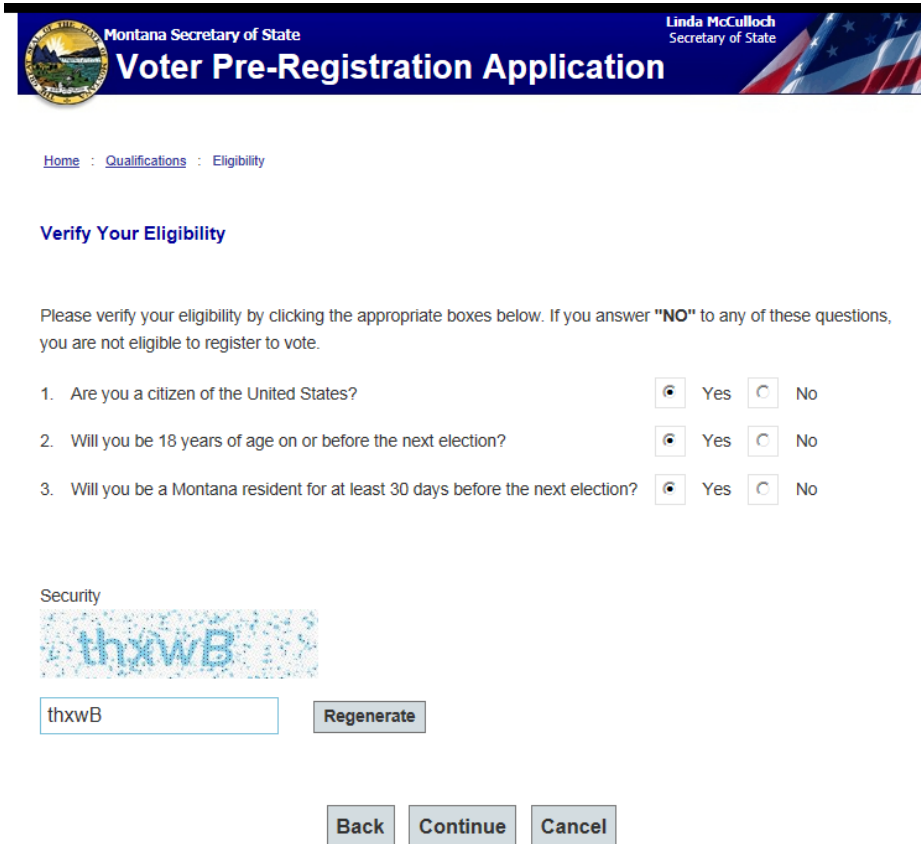
In order to use the online pre-registration system, you must:

- Be a U.S. citizen
- Be at least 18 years of age on or before the next election
- Be a Montana resident for at least 30 days before the next election
- Not be serving a felony conviction in a penal institution
- Not have been found to be of unsound mind by a court

Attention: It is a violation of Federal and State law to knowingly provide false information on this application.

The Front End

The applicant will have to affirm by checking **Yes** to each eligibility requirement, and then enter the captcha (security code)



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Voter Pre-Registration Application


[Home](#) : [Qualifications](#) : [Eligibility](#)

Verify Your Eligibility

Please verify your eligibility by clicking the appropriate boxes below. If you answer "NO" to any of these questions, you are not eligible to register to vote.

1. Are you a citizen of the United States? ☒ Yes ☐ No
2. Will you be 18 years of age on or before the next election? ☒ Yes ☐ No
3. Will you be a Montana resident for at least 30 days before the next election? ☒ Yes ☐ No

Security




thxwB


Attention: It is a violation of Federal and State law to knowingly provide false information on this application.

The Front End

The applicant will enter
in their personal
information and then
select **Continue**.

**Montana Secretary of State**

Linda McCulloch
Secretary of State

**Voter Pre-Registration Application**

[Home](#) : [Qualifications](#) : [Eligibility](#) : [Personal Information](#)

Enter Your Personal Information

** Indicates Required Fields*

***First Name:**

Joe

Middle Name:

(No spaces, dashes, apostrophes, or special characters)

***Last Name:**

Voter

Suffix:

(No spaces, dashes, apostrophes, or special characters)

***Date of Birth:**

01/01/1990

(MM/DD/YYYY)

** Select one of the following and provide the required information*

☒

I have a **Montana Driver's License or Montana ID** and that number is:

123456

(Enter without dashes)

☐

I do not have a Montana Driver's License or Montana ID card. The last 4 digits of my Social Security Number are:

(Enter without dashes)

☐

I do not have a Montana Driver's License or MT ID card, or a Social Security Number

*** Re-enter Montana Driver's License or Montana ID**

123456

(Enter without dashes)


Back

Continue

Cancel

The Front End

This screen contains address information. The applicant must select whether they have a residential or legal address. Once entered the applicant will select **Continue**.

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Secretary of State

Voter Pre-Registration Application

[Home](#) : [Qualifications](#) : [Eligibility](#) : [Personal Information](#) : [Personal Information 2](#)

Enter Your Personal Information

* Indicates Required Fields

Email: Phone:

*County of Residence:

* Residential Address or General Address

Do you have a Residential Address ☒

or

General / Legal Address ☐ [What is this?](#)

Only fields with an * are required.

Residential Address [Example?](#)

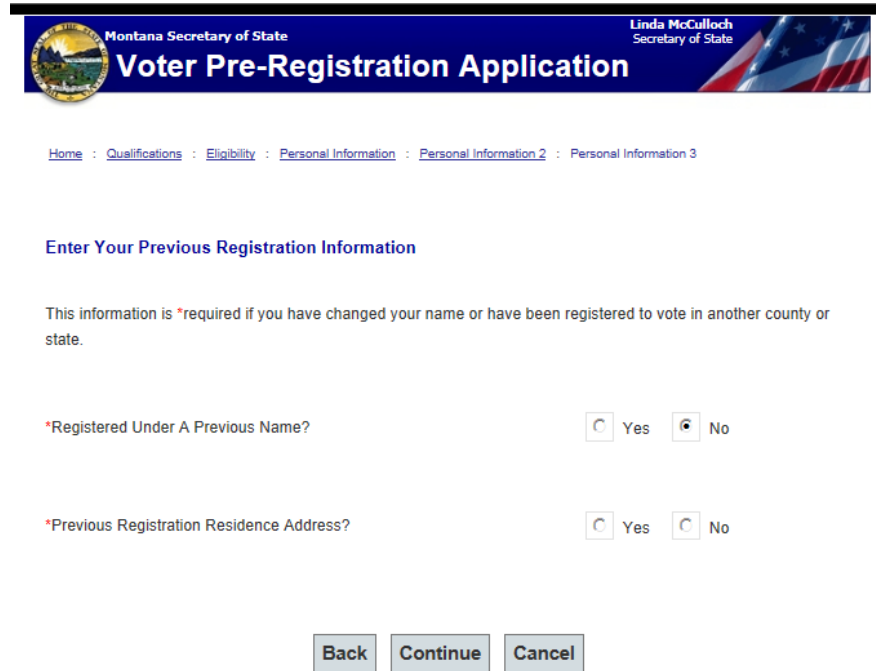
*House #:	<input type="text" value="2"/>	Suffix:	<input type="text"/>	Pre Dir:	<input type="text" value="N"/>	*Street Name:	<input type="text" value="main"/>
*Type:	<input type="text" value="ST"/>	Post Dir:	<input type="text"/>	Unit Type:	<input type="text"/>	Unit #:	<input type="text"/>
*City:	<input type="text" value="clancy"/>			*State:	<input type="text" value="mt"/>	*Zip:	<input type="text" value="59601"/>

Mailing Address (Check if different from above) ☐

The Front End

The applicant will enter the previous registration information, identical to what they would enter on a paper form.

Click **Continue**.



The screenshot shows the Montana Secretary of State's Voter Pre-Registration Application. The header includes the Montana seal, the text "Montana Secretary of State", and "Linda McCulloch Secretary of State". The title "Voter Pre-Registration Application" is prominently displayed. A navigation bar contains links: Home, Qualifications, Eligibility, Personal Information, Personal Information 2, and Personal Information 3. The section "Enter Your Previous Registration Information" is active. It includes a note: "This information is *required if you have changed your name or have been registered to vote in another county or state." There are two questions with radio button options: "*Registered Under A Previous Name?" with "Yes" and "No" options, and "*Previous Registration Residence Address?" with "Yes" and "No" options. At the bottom, there are three buttons: "Back", "Continue", and "Cancel".

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Voter Pre-Registration Application

[Home](#) : [Qualifications](#) : [Eligibility](#) : [Personal Information](#) : [Personal Information 2](#) : [Personal Information 3](#)

Enter Your Previous Registration Information

This information is *required if you have changed your name or have been registered to vote in another county or state.

*Registered Under A Previous Name? ☐ Yes ☒ No

*Previous Registration Residence Address? ☐ Yes ☐ No

Back **Continue** **Cancel**

Attention: It is a violation of Federal and State law to knowingly provide false information on this application.

The Front End

The applicant can indicate if they want to be on the absentee list (a).

If they indicate that they want to be on the absentee list, they will have the option to add an address to send the ballot to (b). They will also have the option to add seasonal address ranges (c).

Voter Pre-Registration Application

[Home](#) : [Qualifications](#) : [Eligibility](#) : [Personal Information](#) : [Personal Information 2](#) : [Personal Information 3](#) :

Personal Information 4

Receive Your Ballot In The Mail

I request an absentee ballot to be mailed to me for all elections in which I am eligible to vote as long as I reside at the address listed on this application. I understand that in order to continue to receive an absentee ballot, I must complete, sign, and return a confirmation notice mailed to me by the county election office each even-numbered year.

- a.**
- ☒ Yes, I want to be on the Absentee List and receive my ballots in the mail.
☐ No

b.

Do you wish your ballots to be mailed to you at a different address than the address already entered? ☒ Yes ☐ No

Do you have a seasonal mailing address during certain times of the year? ☒ Yes ☐ No

If you answered Yes to All of the questions, and your mailing address differs during certain times of the year please add the seasonal mailing address information in this space, or contact your county election office.

Please provide the addresses for a TWO YEAR period


From Date	To Date	Address	City	State	Zip	Country

Note: You must confirm your mailing address for every even numbered year.

The Front End


The applicant will now review the information they entered.

If the information is correct, they will confirm, if not they can edit it before selecting “All Information is Correct”.



Montana Secretary of State

Linda McCulloch
Secretary of State



[Home](#) : [Qualifications](#) : [Eligibility](#) : [Personal Information](#) : [Personal Information 2](#) : [Personal Information 3](#) : [Personal Information 4](#) : [Review Information](#)

Review And Confirm Voter Registration Information

REVIEW INFORMATION [\[Edit \]](#)

First Name Joe	Last Name Voter	Middle Name	Suffix		
Date of Birth (mm/dd/yyyy) 1/1/1990	Phone Number	Email Address			
DMV / State Number 123456		SSN Number			
Residence Address [Edit]					
County of Residence Jefferson					
House # 2	Suffix	Pre Dir N	Street Name main	Type ST	Post Dir
Unit Type	Unit #				
City clancy	State mt	Zip Code 59601			
General/Legal Address [Edit]					
Address					

The Front End

If the user selects **cancel** at this point, the applicant will receive a popup asking them if they want to cancel their pre-registration, if they do, all data entered will be lost.

Previously Registered Address [\[Edit\]](#)

County

Address

City State Zip Code

Absentee Address [\[Edit\]](#)

Address

Seasonal Address

From Date To Date Country


Do you really want to cancel your Pre-Registration?

All entered data will be lost.

Attention: It is a violation of Federal and State law to knowingly provide false information on this application.

The Front End

The applicant will now affirm under penalty of perjury that the information they have submitted is true, identical to what is done on the paper form.



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Voter Pre-Registration Application

[Home](#) : [Qualifications](#) : [Eligibility](#) : [Personal Information](#) : [Personal Information 2](#) : [Personal Information 3](#) :
[Personal Information 4](#) : [Review Information](#) : [Affirmation](#)

Review And Submit Your Information

☐ I affirm under penalty of perjury that the information on this application is true, that I am a citizen of the United States, that I will be at least 18 years old on or before the next election, that I will have been a resident of Montana for at least 30 days prior to the next election, and that I am not serving a felony conviction in a penal institution nor have I been found to be of unsound mind by a court.

☐ I understand that if I have given false information on this application, I may be subject to a fine and/or imprisonment under Federal and/or state law.

[Back](#) [Continue](#) [Cancel](#)

Attention: It is a violation of Federal and State law to knowingly provide false information on this application.

The Front End

The applicant will now have to confirm that they understand that they are **not registered** until they come into the election office to complete the registration, and confirm that they understand that if it is within 29 days of election day they must appear in the election office to sign the form and be issued a ballot.



The screenshot shows the 'Voter Pre-Registration Application' form from the Montana Secretary of State, Linda McCulloch. The form has a blue header with the state seal and navigation links: Home, Qualifications, Eligibility, Personal Information, Personal Information 2, Personal Information 3, Personal Information 4, Review Information, Affirmation, and Affirmation 2. The 'Review And Submit Your Information' section contains two red text statements, each preceded by a checked checkbox. At the bottom are 'Back', 'Submit', and 'Cancel' buttons, followed by a red attention warning.

Montana Secretary of State
Linda McCulloch
Secretary of State

Voter Pre-Registration Application

[Home](#) : [Qualifications](#) : [Eligibility](#) : [Personal Information](#) : [Personal Information 2](#) : [Personal Information 3](#) :
[Personal Information 4](#) : [Review Information](#) : [Affirmation](#) : [Affirmation 2](#)

Review And Submit Your Information

☒ I UNDERSTAND THAT I AM NOT LEGALLY REGISTERED UNTIL I APPEAR AT THE COUNTY ELECTION OFFICE (OR LATE REGISTRATION LOCATION) TO SIGN MY ELECTRONICALLY SUBMITTED PRE-REGISTRATION FORM.

☒ I FURTHER UNDERSTAND THAT I MUST APPEAR IN THE COUNTY ELECTION OFFICE (OR LATE REGISTRATION LOCATION) TO COMPLETE MY REGISTRATION PROCESS AND BE ISSUED A BALLOT IF I AM PRE-REGISTERING WITHIN 29 DAYS OF THE ELECTION.

[Back](#) [Submit](#) [Cancel](#)

Attention: It is a violation of Federal and State law to knowingly provide false information on this application.

The Front End

The applicant has now completed the online portion. They will still need to visit the election office to sign the pre-filled form that will be printed from MT Votes after the registration information is processed by the county election office.



Attention: It is a violation of Federal and State law to knowingly provide false information on this application.

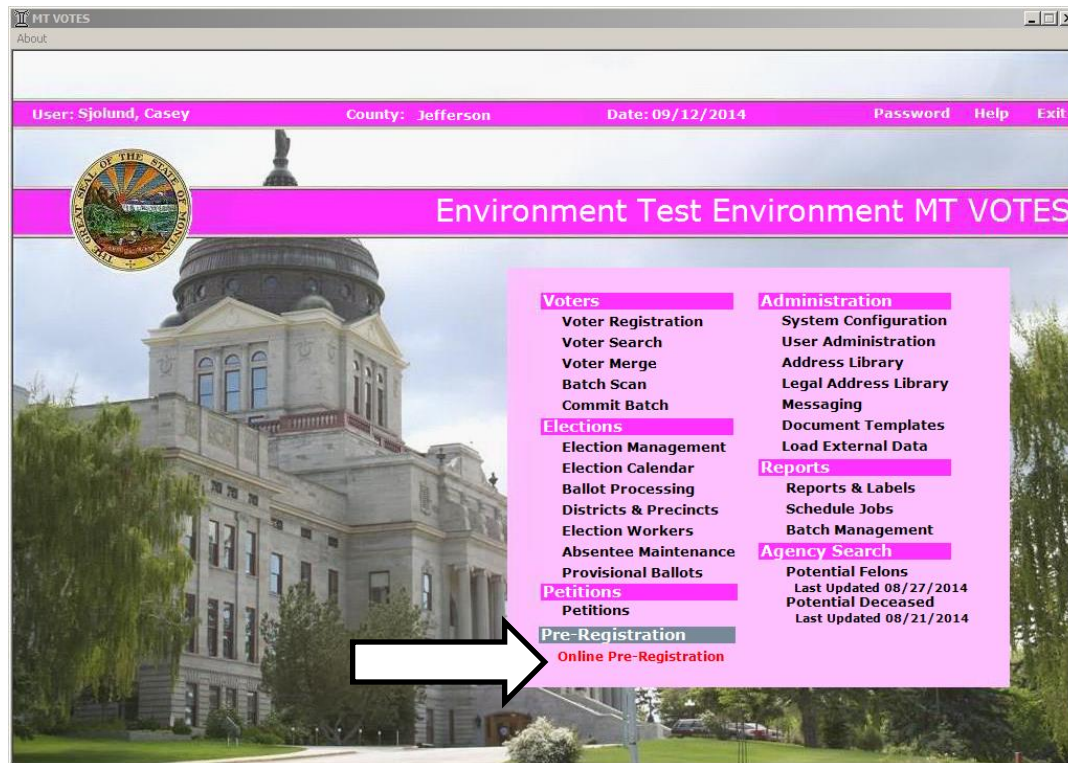


What your office will see.

The back end.

The Back End

Once a pre-registration has been entered, you will be notified in MT Votes with a red link to the **Online Pre-Registration**.



The Back End

Selecting the status of **Unprocessed** and then the **Search** button will return all pre-registrants who have not been processed.

Locate the voter who indicated they pre-registered

[illegible]

The Back End

When you select a name from the list, you can **Process** the information, which starts the process of bringing the registration info into MT Votes.

If the applicant chose the incorrect county when completing the online process, you can select the right county and click **Change Voter's County**.

[illegible]

The Back End

If you select a duplicate, it will bring over the original record (a).

The information entered into the pre-registration site will populate on the right hand side (b.). If you don't want to over-write something in the original record, uncheck that box from the pre-registration information on the right-hand side.

The screenshot shows the 'Voter Registration' application window. The 'New' button is highlighted in pink. The 'Search' button is also highlighted in pink. The 'Process Batch' button is highlighted in pink. The 'Voter ID' field contains '450114692'. The 'State ID' field contains '12234'. The 'SSN' field contains '1446'. The 'Birth Date' field contains '01/22/1992'. The 'Age' field contains '14'. The 'Gender' field contains 'Male'. The 'Last Name' field contains 'VOTER'. The 'First Name' field contains 'TEST'. The 'MI' field is empty. The 'Suffix' field is empty. The 'Residence' tab is selected. The 'Standard' dropdown is set to 'Standard'. The 'NCOA' dropdown is set to 'NCOA'. The 'CASS' dropdown is set to 'CASS'. The 'Migration' dropdown is set to 'Migration'. The 'Comments' dropdown is set to 'Comments'. The 'Election Worker' dropdown is set to 'Election Worker'. The 'House #' field contains '26'. The 'Suffix' field is empty. The 'Pre Dir' field is empty. The 'Street Name' field contains 'WAUKESHA'. The 'Type' field contains 'AVE'. The 'Post Dir' field is empty. The 'Unit Type' field is empty. The 'City/St/Zip' field contains 'HELENA MT 59601'. The 'County' field contains 'LEWIS & CLARK'. The 'Precinct' field contains 'PCT 06'. The 'Split' field contains 'P6.4'. The 'Mailing' tab is selected. The 'Country' field contains 'UNITED STATES OF AMERICA'. The 'USA' checkbox is checked. The 'Address' field is empty. The 'City/St/Zip' field is empty. The 'Registration' tab is selected. The 'Party' field contains 'No Party'. The 'Last Verified Date' field is empty. The 'Status' field contains 'Active - A'. The 'MVD Verified' checkbox is checked. The 'SSA Verified' checkbox is unchecked. The 'Reason' field is empty. The 'Source of Registration' field contains 'FPCA - 05'. The 'Verify' button is highlighted. The 'Old Voter ID' field is empty. The 'County Reg Date' field contains '10/02/2014'. The 'Vote Eligible' field contains '10/02/2014'. The 'Last Voted Date' field is empty. The 'No Signature' checkbox is unchecked. The 'Confidential' checkbox is unchecked. The 'Reveal' button is highlighted. The 'US Citizen' checkbox is checked. The 'Comments' field is empty. The right-hand side of the window displays a summary of the voter's information, including birth date, DL/State ID, SSN, county of residence, and addresses. A large white arrow labeled 'b.' points to the right-hand side of the window.

Voter ID	State ID	SSN	Birth Date	Age	Gender	Last Name	First Name	MI	Suffix
450114692	12234	1446	01/22/1992	14	Male	VOTER	TEST		

Residence | Absentee | Contacts | History | Voting History

Standard | NCOA | CASS | Migration | Election Worker | Comments

House # 26 | Suffix | Pre Dir | Street Name WAUKESHA | Type AVE

Post Dir | Unit Type

City/St/Zip HELENA MT 59601

County LEWIS & CLARK | Precinct PCT 06 | Split P6.4

Mailing

Country UNITED STATES OF AMERICA | USA | Clear

Address

City/St/Zip

Registration | Misc Info | Custom | Duplicate Req. | Undeliverable

Party No Party | Last Verified Date

Status Active - A | MVD Verified | SSA Verified

Reason

Source of Registration FPCA - 05 | Verify

Old Voter ID | County Reg Date 10/02/2014

Vote Eligible 10/02/2014 | Last Voted Date

No Signature | Confidential | Reveal | US Citizen

Comments

Are you a citizen of the United States? - Yes

Will you be 18 years of age on or before the next election? - Yes

Will you be a Montana resident for at least 30 days before the ne

Created Date: 09/17/2014

Voter Name: VOTER, TEST

Birth Date: 01/22/1992

DL/State ID: 12234

SSN:

County of Residence: JEFFERSON

Email:

Phone Number:

Residence Address: 222 CLANCY ST
CLANCY, MT 59634

General/Legal Address:

Mailing Address:

Previous Name:

Previous Address:

Absentee Address:

Address:

****If the voter already has an Active/Sent ballot, you will need to follow the regular procedures for handling Late/Election Day Registrants with Active ballots.****

The Back End

On the right hand side you will see the information that the voter entered in the Online Pre-Registration portal. Information that was entered by the applicant will automatically have a check mark next to it. Anything with a check-mark will autofill the VR screen in MT Votes.

You can check or uncheck objects that you do or do not want to autofill.

The screenshot shows a web application titled "Voter Registration". The interface includes a menu bar with "Voter", "Print", "Elections", "Petitions", "Imaging", and "Address". Below the menu is a toolbar with buttons: "New", "Save", "Clear", "Search", and "Process Batch".

The main form is divided into several sections:

- Header Fields:** Voter ID (450114692), State ID (12234), SSN (1446), Birth Date (01/22/1992), Age, Gender (Male), Last Name (VOTER), First Name (TEST), MI, and Suffix.
- Residence Section:** Includes tabs for "Residence", "Absentee", "Contacts", "History", and "Voting History". Fields include House # (1326), Suffix, Pre Dir, Street Name (WAUKESHA), Type (AVE), Post Dir, Unit Type, City/St/Zip (HELENA, MT, 59601), County (LEWIS & CLARK), Precinct (PCT 06), and Split (P6.4).
- Mailing Section:** Includes Country (UNITED STATES OF AMERICA), a checked "USA" checkbox, and an Address field.
- Registration Section:** Includes Party (No Party), Last Verified Date, Status (Active - A), Reason, Source of Registration (FPCA - 05), Old Voter ID, County Reg Date (10/02/2014), Vote Eligible (10/02/2014), Last Voted Date, and checkboxes for "No Signature", "Confidential", and "US Citizen".
- Summary Panel (Right):** Contains a list of questions and answers, including "Are you a citizen of the United States?", "Will you be 18 years of age on or before the next election?", "Will you be a Montana resident for at least 30 days before the next election?", "Created Date: 09/17/2014", "Voter Name: VOTER, TEST", "Birth Date: 01/22/1992", "DL/State ID: 12234", "SSN:", "County of Residence: JEFFERSON", "Email:", "Phone Number:", "Residence Address: 222 CLANCY ST, CLANCY, MT 59634", "General/Legal Address:", "Mailing Address:", "Previous Name:", "Previous Address:", "Absentee Address:", and "Address:".

A large white arrow points from the "Address" field in the Mailing section to the "Residence Address" field in the Summary panel.

The Back End

Clicking the **Select** button will auto-fill all of the checked information from the pre-registration (right side) into the voter registration screen (left side) in MT Votes.

The screenshot displays the MT Votes Voter Registration application. The interface is divided into two main sections: a pre-registration summary on the right and a detailed registration form on the left.

Pre-registration Summary (Right Side):

- Are you a citizen of the United States? - Yes
- Will you be 18 years of age on or before the next election? - Yes
- Will you be a Montana resident for at least 30 days before the ne
- Created Date: 09/17/2014
- Voter Name: VOTER, TEST
- Birth Date: 01/22/1992
- DL/State ID: 12234
- SSN:
- County of Residence: JEFFERSON
- ☐ Email:
- ☐ Phone Number:
- ☒ Residence Address: 222 CLANCY ST
CLANCY, MT 59634
- General/Legal Address:
- ☐ Mailing Address:
- ☐ Previous Name:
- ☐ Previous Address:
- Absentee Address:
- Address:

Registration Form (Left Side):

Header: New Save Clear Search Process Batch Help

Fields: Voter ID (450114692), State ID (12234), SSN (1446), Birth Date (01/22/1992), Age, Gender (Male), Last Name (VOTER), First Name (TEST), MI, Suffix.

Residence: Standard, NCOA, CASS, Migration, Election, Comments, Worker. Clear

House #: 1326, **Suffix:**, **Pre Dir:**, **Street Name:** WAUKESHA, **Type:** AVE

Post Dir:, **Unit Type:**

City/St/Zip: HELENA, MT, 59601

County: LEWIS & CLARK, **Precinct:** PCT 06, **Split:** P6.4

Mailing: Country: UNITED STATES OF AMERICA, ☒ USA, Clear

Address:

City/St/Zip:

Registration: Misc Info, Custom, Duplicate Req., Undeliverable

Party: No Party, **Last Verified Date:**

Status: Active - A, ☒ MVD Verified

Reason:, ☐ SSA Verified

Source of Registration: FPCA - 05, **Verify:**

Old Voter ID:, **County Reg Date:** 10/02/2014

Vote Eligible: 10/02/2014, **Last Voted Date:**

☐ No Signature, ☐ Confidential, **Reveal:**, ☒ US Citizen

Comments:

Select button (indicated by a large arrow)

The Back End

The address library will pop up for you to assign the voter to the appropriate address range, or to create a new range.

***Remember – If you have printed labels, do not extend an address range.**

Please select Residential Address from the Following.

[Voter Search](#) [Help](#)

Selection Criteria

House# From: 2 House# To: 2 Type: Unit Type: Unit# From: Unit# To: 2

Pre Direction: MAIN Street Name: Street Type: Post Direction:

County: Jefferson City: CLANCY Zip: Precinct: Split:

Residential Address: All Mailing Address: District: 22 - Jefferson

☐ Search Street Aliases

Search Result

Current

From	To	Type	Pre	Street Name/Type	Post	Unit Type	Unit #	City	Zip	District	Precinct	Split	Res Add
1	13	All	S	MAIN ST				CLANCY	596...	Jeffer...	PREC....	01.07	YES
2	18	Even	N	MAIN ST				CLANCY	596...	Jeffer...	PREC....	02.0...	YES

The Back End

You will need to select the **Source of Registration** as **Pre-Registration – 17** (a) from the drop-down.

Next, select the **Prev Registration** (b) tab, the same as you would for a paper registration.

The screenshot shows the 'Voter Registration' application window. At the top, a green status bar reads 'Address verified, and additional information completed.' Below this is a menu bar with 'Voter', 'Print', 'Elections', 'Petitions', 'Imaging', and 'Address'. A toolbar contains buttons for 'New', 'Save', 'Clear', 'Search', and 'Process Batch'. The main form is divided into several sections:

- Personal Information:** Fields for Voter ID, State ID, SSN (1244), Birth Date (01/01/1992), Age, Gender, Last Name (VOTER), First Name (JOE), MI, and Suffix.
- Registration Source:** A dropdown menu is highlighted with an arrow labeled 'a'. The selected option is 'Pre-Registration - 17'.
- Registration Type:** A dropdown menu is highlighted with an arrow labeled 'b'. The selected option is 'Prev Registration'.
- Mailing Address:** Fields for Country (UNITED STATES OF AMERICA), Address, City/St/Zip, and a checkbox for 'USA'.
- Registration Details:** Fields for Party (No Party), Status (Provisional - N), Reason (Pre-Registration - 17), County (JEFFERSON), Precinct (PREC.07-7), and County Reg Date (09/12/2014).
- Verification:** Fields for ID Verification - ID, ID Verification - ID, and a 'Verify' button.
- Comments:** A text area at the bottom for additional notes.

On the right side of the window, a summary panel displays the following information:

- Are you a citizen of the United States? - Yes
- Will you be 18 years of age on or before the next election? - Yes
- Will you be a Montana resident for at least 30 days before the ne
- Created Date: 08/11/2014
- Voter Name: VOTER, JOE
- Birth Date: 01/01/1992
- DL/State ID: 1244
- County of Residence: JEFFERSON
- Residence Address: 2 N MAIN ST, CLANCY, MT 59601
- General/Legal Address:
- Mailing Address:
- Previous Name:
- Previous Address:
- Absentee Address:

The Back End

You will need to select the **Source of Registration** as **Pre-Registration – 17** (a) from the drop-down.

Next, select the **Prev Registration** (b) tab, the same as you would for a paper registration.

The screenshot shows the 'Voter Registration' application window. At the top, a green status bar reads 'Address verified, and additional information completed.' Below this is a menu bar with 'Voter', 'Print', 'Elections', 'Petitions', 'Imaging', and 'Address'. A toolbar contains buttons for 'New', 'Save', 'Clear', 'Search', and 'Process Batch'. The main form is divided into several sections:

- Personal Information:** Fields for Voter ID, State ID, SSN (1244), Birth Date (01/01/1992), Age, Gender, Last Name (VOTER), First Name (JOE), MI, and Suffix.
- Registration Source:** A drop-down menu is highlighted with an arrow labeled 'a'. The selected option is 'Pre-Registration - 17'.
- Registration Type:** A tab labeled 'Prev Registration' is highlighted with an arrow labeled 'b'. Other tabs include 'Absentee', 'Contacts', and 'History'.
- Address Information:** Fields for House #, Suffix, Pre Dir, Street Name, Type, Post Dir, Unit Type, City/St/Zip (CLANCY, MT, 59634), County (JEFFERSON), Precinct (PREC.07-7), and Split (01.07).
- Mailing:** Fields for Country (UNITED STATES OF AMERICA), USA (checked), and Address.
- Registration Details:** Fields for Party (No Party), Last Verified Date, Status (Provisional - N), Reason (ID Verification - ID), Source of Registration (Pre-Registration - 17), Old Voter ID, County Reg Date (09/12/2014), Vote Eligible (09/12/2014), Last Voted Date, and checkboxes for 'No Signature', 'Confidential', 'Reveal', and 'US Citizen'.
- Verification Questions:** A series of yes/no questions about citizenship, age, and residency, with a 'Created Date' of 08/11/2014 and 'Voter Name' of VOTER, JOE.
- Address Fields:** Birth Date (01/01/1992), DL/State ID (1244), SSN (1244), County of Residence (JEFFERSON), Email, Phone Number, Residence Address (2 N MAIN ST, CLANCY, MT 59601), General/Legal Address, Mailing Address, Previous Name, Previous Address, and Absentee Address.

At the bottom, there is a 'Comments' field and a 'Select' button.

The Back End

If the applicant's State ID does not automatically verify in MT Votes, you will need to verify the record through Voter Verify.

If the applicant's ID does not verify, **they must be left in Provisional status.**

This is the same process used when entering a paper voter registration form.

The screenshot displays the 'Voter Registration' application window. At the top, a green status bar reads 'Address verified, and additional information completed.' Below this, a form contains fields for Voter ID, State ID, SSN (1244), Birth Date (01/01/1992), Age, Gender, Last Name (VOTER), First Name (JOE), MI, and Suffix. The 'Residence' tab is active, showing fields for House # (2), Suffix (S), Pre Dir, Street Name (MAIN), Type (ST), Post Dir, Unit Type, City/St/Zip (CLANCY, MT, 59634), County (JEFFERSON), and Precinct (PREC.07-7). The 'Mailing' section shows Country (UNITED STATES OF AMERICA) and a checked 'USA' box. The 'Registration' section shows Party (No Party), Status (Provisional - N), Reason (ID Verification - N), Source of Registration (Pre-Registration - 17), Old Voter ID, Vote Eligible (09/12/2014), County Reg Date (09/12/2014), Last Voted Date, and a checked 'US Citizen' box. A large white arrow with the letter 'a' points to the 'Verify' button in the 'Registration' section. On the right, a pink sidebar contains a series of questions and answers regarding citizenship, age, and residence, followed by a 'General/Legal Address' section with checkboxes for Mailing Address, Previous Name, and Previous Address, and an 'Absentee Address' section.

The Back End

If the applicant indicated a previous registration online it will automatically prefill that information. If no Previous Registration was provided you will need to indicate **Not Provided**.

After you enter the Previous Registration information, click the **Save** button.

The screenshot shows the 'Voter Registration' application window. At the top, there are tabs for 'New', 'Save', 'Search', and 'Process Batch'. The 'Save' tab is selected, and an arrow points to it. Below the tabs, there are input fields for 'Voter ID', 'State', 'SSN', 'Birth Date', 'Age', 'Gender', 'Last Name', 'First Name', 'MI', and 'Suffix'. The 'Prev Registration' tab is selected, and an arrow points to the 'Not Provided' checkbox under the 'Date of Birth' field. The 'Registration' tab is also visible, showing fields for 'Party', 'Status', 'Reason', 'Source of Registration', 'Old Voter ID', 'Vote Eligible', 'County Reg Date', 'Last Voted Date', 'MVD Verified', 'SSA Verified', 'Verify', 'US Citizen', and 'Comments'. The right side of the form contains a summary of the applicant's information, including 'Are you a citizen of the United States?', 'Will you be 18 years of age on or before the next election?', 'Created Date: 08/11/2014', 'Voter Name: VOTER, JOE', 'Birth Date: 01/01/1992', 'DL/State ID:', 'SSN: 1244', 'County of Residence: JEFFERSON', 'Email:', 'Phone Number:', 'Residence Address: 2 N MAIN ST CLANCY, MT 59601', 'General/Legal Address:', 'Mailing Address:', 'Previous Name:', 'Previous Address:', and 'Absentee Address:'. A 'Select' button is located at the bottom right of the form.

The Back End

If the applicant wishes to receive absentee ballots, you will see an address in the **Absentee Address** field in the pre-registration window (a).

If an absentee address is provided, you will need to manually add it to the **Absentee** tab (b), exactly like you would with any absentee request.

It is important to note that you must manually add the absentee information if an absentee address is in the pre-registration information on the right side of the screen.

The screenshot displays the 'Voter Registration' software interface. At the top, a red error message states: 'The voter could not be verified through MVD data.' The interface includes a menu bar (Voter, Print, Elections, Petitions, Imaging, Address) and a toolbar with buttons for New, Save, Clear, Search, and Process Batch. Below this is a form for voter information, including fields for Voter ID (1234), State ID, SSN, Birth Date (01/22/1981), Age, Gender, Last Name (VOTERT), First Name (TEST), MI, and Suffix. A tabbed interface shows 'Residence', 'Pre', 'Absentee', 'Contacts', and 'History'. The 'Absentee' tab is active, showing a table with columns for Dates/Elections, Absentee, and Address. An arrow labeled 'b' points to this table. Below the table is an 'Absentee Status' dropdown and buttons for Add, Details, and Remove. On the right side, a pink-shaded area contains fields for General/Legal Address, Mailing Address, Previous Name (VOTER, TEST), Previous Address (PORTLAND, OR MULTANOMAH), and Absentee Address (Address: 5 WHITETAIL LN, CLANCY, MT 59634). An arrow labeled 'a' points to the Absentee Address field. Below this is a 'Seasonal Addresses' section with five rows for From/To/Address. At the bottom, there is a 'Registration' section with tabs for Misc Info, Custom, Duplicate Req., and Undeliverable. The 'Registration' tab is active, showing fields for Party (No Party), Status (Provisional - N), Reason (ID Verification - ID), Source of Registration, Old Voter ID, County Reg Date (10/02/2014), Vote Eligible (10/02/2014), Last Voted Date, and checkboxes for No Signature, Confidential, and US Citizen. A 'Verify' button is also present. A 'Comments' field is at the bottom left, and a 'Select' button is at the bottom right.

The Back End

Once saved, the Pre-Voter Registration Image will be displayed on the right-hand side of the screen. This image remains with the voter's record, just like any other scanned image.

Voter Registration
Voter Print Elections Petitions Imaging Address

Voter record successfully saved, Voter number is 45011783

New Save Clear Search Process Batch

Voter ID: 45011783 State ID: [] SSN: 1244 Birth Date: 01/01/1992 Age: 22 Gender: [] Last Name: VOTER First Name: JOE MI: [] Suffix: []

Residence Absentee Contacts History Voting History
Standard NCOA CASS Migration Election Comments Worker Clear
House #: 2 Suffix: S Pre Dir: MAIN Street Name: [] Type: ST
Post Dir: [] Unit Type: []
City/St/Zip: CLANCY MT 59634
County: JEFFERSON Precinct: REC.07-75 Split 01/12/14

Mailing
Country: UNITED STATES OF AMERICA
Address: []
City/St/Zip: []

Image Pre-Voter Registration Image 9/12/2014 Polling Places
Are you a citizen of the United States? - Yes
Will you be 18 years of age on or before the next election? - Yes
Will you be a Montana resident for at least 30 days before the next election? - Yes
Created Date: 08/11/2014
Voter Name: VOTER, JOE
Birth Date: 01/01/1992
DL State ID: []
SSN: 1244
County of Residence: JEFFERSON
Email: []
Phone Number: []
Residence Address: 2 N MAIN ST
CLANCY, MT 59601
General/Legal Address:
Mailing Address:
Previous Name:
Previous Address:
Absentee Address:
Address:
Seasonal Addresses:
1. From: [] To: [] Address: []
2. From: [] To: [] Address: []

Registration Info Custom Duplicate Req. Undeliverable
No Party Last Verified Date []
Status: Provisional - N MVD Verified []
Reason: ID Verification - ID SSA Verified []
Source of Registration: Pre-Registration - 17 Verify
Old Voter ID: [] County Reg Date: 09/12/2014
Vote Eligible: 09/12/2014 Last Voted Date: []
☐ No Signature ☐ Confidential Reveal ☒ US Citizen

Comments []

The Back End

In order for the voter to complete their registration, the election office will need to print the voter's **Pre-Fill Signature Card**. If the online submission was during regular registration you can instead print the **Voter Confirmation Card**.

The screenshot displays the 'Voter Registration' software interface. On the left, a menu is open with 'Pre-Fill Signature Card' highlighted. The main window shows a form for a voter named JOE, with fields for Age (22), Gender (Male), Last Name (VOTER), First Name (JOE), MI, and Suffix. Below this, there's a section for 'Mailing' information, including Country (UNITED STATES OF AMERICA), Address, and City/St/Zip. The 'Registration' tab is active, showing details like Party (No Party), Status (Provisional - N), Reason (ID Verification - ID), and Source of Registration (Pre-Registration - 17). It also includes fields for Old Voter ID, County Reg Date (09/12/2014), Vote Eligible (09/12/2014), and Last Voted Date. A 'Verify' button is present. At the bottom, there are checkboxes for 'No Signature', 'Confidential', and 'US Citizen', along with a 'Reveal' button. The right side of the interface shows a 'Pre-Voter Registration Image' section with a date of 9/12/2014 and a list of addresses.

The Back End

- When the **Pre-fill Signature Card** is printed, the voter will need to do the following to finalize the registration :
- Confirm they are an US Citizen.
- Confirm they are at least 18 years of age on or before the next election.
- Confirm they will be a Montana resident for at least 30 days before the next election.
- The voter should check to be on the absentee list, even if they already checked it through the online submission, although if they don't check the box on the paper form but selected it during online pre-registration, they should be placed on the absentee list.
- Lastly, the voter will need to sign and date the **Pre-filled** card.

Montana Voter Registration Application

If you do not provide all of the required information your application to register to vote will not be complete

Check all that apply: ☐ New Registration ☐ Name Change ☐ Address Change ☐ Signature Update ☐ Other

1. Are you a citizen of the United States?* Yes ☐ No ☐

2. Will you be at least 18 years of age on or before the next election?* Yes ☐ No ☐

3. Will you be a Montana resident for at least 30 days before the next election?* Yes ☐ No ☐

***Note:** If you checked 'no' in response to any of these questions, do not complete this form.

4. Select one of the following and provide the required information"

☐ I have a Montana Driver's License or Montana ID and that number is _____

☐ I have not been issued a Montana Driver's License or ID card. The last 4 digits of my SSN are 1244

☐ I have not been issued a Montana Driver's License or ID card, or a Social Security Number. I have attached a copy of a photo ID that shows my name or acceptable ID that shows my name and current address (paycheck stub; utility bill; bank statement; or government document).

5. Email address (optional) _____

Previous Registration Information

REQUIRED IF NAME CHANGED OR PREVIOUSLY REGISTERED TO VOTE IN ANOTHER COUNTY OR STATE

Previous City, County and State	Residential Address of Previous Registration	Previous Name

Name VOTER, JOE	Date of Birth 01/01/1992	Polling Place CLANCY MUSEUM
Residential Address 2 S MAIN ST	Phone Number	Mailing Address
CLANCY, MT 59634	County Jefferson	

OPTIONAL - check the option below to be placed on the annual absentee list

☐ Yes, I request an absentee ballot to be mailed to me for ALL elections in which I am eligible to vote this year as long as I reside at the address listed on this application, and for subsequent years. I understand that in order to continue to receive an absentee ballot, I must complete, sign, and return a confirmation notice mailed to me by the county election office.

If your mailing address differs during certain times of the year, please visit sos.mt.gov or contact your county election office for a separate absentee list application.

I affirm under penalty of perjury that the information on this application is true, that I am qualified to be an elector in the State of Montana, that I am not serving a felony conviction in a penal institution nor have I been found to be of unsound mind by a court. If I have given false information on this application, I may be subject to a fine or imprisonment, or both under Federal and/or State law.

Signature _____ Date _____

The Back End

When you close the **Pre-Fill Signature Card** a pop-up will appear notifying you to change the voter's status to **Active**.

Clicking **Yes** or **No** will not change the status, you will have to do that manually.

Note: only change the status to Active if the ID# has been verified through MT Votes, or through Voter Verify within MT Votes.

The screenshot displays the 'Voter Registration' software interface. At the top, there are tabs for 'New', 'Save', 'Clear', 'Search', and 'Process Batch'. Below these are fields for 'Voter ID' (450111783), 'State ID', 'SSN' (1244), 'Birth Date' (01/01/1992), 'Age' (22), 'Gender', 'Last Name' (VOTER), 'First Name' (JOE), 'MI', and 'Suffix'. The 'Residence' section includes tabs for 'Standard', 'Absentee', 'Contacts', 'History', and 'Voting History'. The 'Standard' tab is active, showing fields for 'House #', 'Suffix', 'Pre Dir', 'Street Name', 'Type', 'Post Dir', 'Unit Type', 'City/St/Zip', 'County', and 'Precinct'. A 'Warning' dialog box is open in the center, asking 'Change status to 'Active'' with 'Yes' and 'No' buttons. The 'Registration' section at the bottom includes tabs for 'Registration', 'Misc Info', 'Custom', 'Duplicate Reg.', and 'Undeliverable'. The 'Registration' tab is active, showing fields for 'Party', 'Status', 'Reason', 'Source of Registration', 'Old Voter ID', 'County Reg Date', 'Vote Eligible', 'Last Voted Date', 'No Signature', 'Confidential', 'Reveal', and 'US Citizen'. The 'Image' section on the right shows a 'Pre-Voter Registration Image 9/12/2014' and a 'Polling Places' section. A 'Comments' field is at the bottom left.

The Back End

You will need to manually change the status to **Active**, if the ID verification is successful.

If the application came through during Late Registration, you will need to change the status to **Late Registration**.



Voter Registration

Voter ID: 450111783 | State ID: | SSN: 1244 | Birth Date: 01/01/1992 | Age: 22 | Gender: | Last Name: VOTER | First Name: JOE | MI: | Suffix: |

Registration | Misc Info | Custom | Duplicate Req. | Undeliverable

Party: No Party | Last Verified Date: | Status: Provisional - N | MVD Verified: | Reason: ID Verification - ID | SSA Verified: | Source of Registration: Pre-Registration - 17 | Verify: | Old Voter ID: | County Reg Date: 09/12/2014 | Vote Eligible: 09/12/2014 | Last Voted Date: | No Signature: | Confidential: | Reveal: | US Citizen: ☒

Image | Pre-Voter Registration Image 9/12/2014 | Polling Places

Are you a citizen of the United States? - Yes
Will you be 18 years of age on or before the next election? - Yes
Will you be a Montana resident for at least 30 days before the next election? - Yes
Created Date: 08/11/2014
Voter Name: VOTER, JOE
Birth Date: 01/01/1992
DL/State ID:
SSN: 1244
County of Residence: JEFFERSON
Email:
Phone Number:
Residence Address: 2 N MAIN ST
CLANCY, MT 59601
General/Legal Address:
Mailing Address:
Previous Name:
Previous Address:
Absentee Address:
Address:
Seasonal Addresses:
1. From:
To:
Address:
2. From:
To:
Address:

The Back End

Once the status is changed you will need to click **Save**.

The pre-registered voter is now an active (or late registrant) voter.

Please remember to scan in the **Pre-fill** form as you do all registration forms.

Voter Registration

Voter Print Elections Petitions Imaging Address

New Save Clear Search Process Batch Help

Voter ID: 4501117 State ID: 1244 SSN: 01/01/1992 Age: 22 Gender: VOTER Last Name: JOE First Name: MI: Suffix:

Residence | Sentee | Contacts | History | Voting History

Standard NCOA CASS Migration Election Comments Worker Clear

House # 2 Suffix S Pre Dir MAIN Street Name Type ST

Post Dir Unit Type

City/St/Zip CLANCY MT 59634

County JEFFERSON Precinct REC.07-75 Split 01.07

Mailing

Country UNITED STATES OF AMERICA USA Clear

Address

City/St/Zip

Registration Misc Info Custom Duplicate Req. Undeliverable

Party No Party Last Verified Date

Status Active - A MVD Verified

Reason Pre-Registration - 17 SSA Verified

Source of Registration Pre-Registration - 17 Verify

Old Voter ID County Reg Date 09/12/2014

Vote Eligible 09/12/2014 Last Voted Date

No Signature Confidential Reveal US Citizen

Comments

Image

Pre-Voter Registration Image 9/12/2014 Polling Places

Are you a citizen of the United States? - Yes

Will you be 18 years of age on or before the next election? - Yes

Will you be a Montana resident for at least 30 days before the next election? - Yes

Created Date: 08/11/2014

Voter Name: VOTER, JOE

Birth Date: 01/01/1992

DL State ID:

SSN: 1244

County of Residence: JEFFERSON

Email:

Phone Number:

Residence Address: 2 N MAIN ST CLANCY, MT 59601

General/Legal Address:

Mailing Address:

Previous Name:

Previous Address:


Absentee Address:

Address:

Seasonal Addresses:

1. From: To: Address:

2. From: To: Address:



**As always, please contact the help
desk if you have any questions.**

soshelpdesk@mt.gov

406.444.4296

866.541.6767